

COVERSHEET
EIA Program Report for Fiscal Year 2005-06
And
Budget Request for Fiscal Year 2006-07

**Completed Program Report/Budget Request Not To Exceed Eight Pages and Must
Be In At Least Ten-Point Type**

15 Copies and One Electronic File Are Requested by October 1, 2005

EIA PROGRAM NAME: SC School Improvement Council

PROGRAM ADMINISTRATION

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Date: _____

Fiscal Year 2005-06 EIA Program Report

EIA Program Name: SC School Improvement Council

The purpose of this report is to determine the effectiveness of the program in meeting its objectives during the prior fiscal year. The report also requests information on the objectives of the program during the current fiscal year. Please answer the following questions and provide quantifiable results when available.

Effectiveness Measures: (See attached definition of terms and directions)

What were the objectives of this program during Fiscal Year 2004-05?

The mission of SC School Improvement Council (SC-SIC) is to assist local school improvement councils to work effectively in promoting and sustaining continuous school improvement. SC-SIC fulfills this mission by advocating for local school improvement councils (SICs) and providing training, technical assistance, and a variety of materials to SICs and related school personnel.

The SC-SIC mission was put into operation in FY05 to accomplish the following goals:

Increase access to information, training, and assistance to all 17,000 SIC members statewide.

Provide targeted opportunities for on site assistance and training to the SICs at schools designated as unsatisfactory.

Expand the public's awareness about school improvement councils and their role in the improvement and accountability process.

Collaborate with other agencies and organizations to deliver training, assistance, and support for the role and participation of SICs in sustained school improvement and accountability.

2. Were the Fiscal Year 2004-05 objectives met? Please provide specific, quantifiable data and explanations.

SC School Improvement Council has simplified the delivery of information, training, and assistance to council members and increased the number of SIC members who received services and training. Two full-time professional staff members focused their efforts to developing effective training through technology and regional sessions. One part-time professional staff member exclusively devoted efforts to provide direct assistance to the councils of schools designated as unsatisfactory.

Goal 1

The use of technology, multiple regional trainings and a variety of methods of delivering assistance increased the access of SIC members to information, training and assistance.

After budget cuts and reductions SC-SIC replaced onsite SIC training at the school and district levels with a 35 minute video, "The Basics." The video aired across the state to all schools via ETV and Distance Education Learning Centers (DELIC). Districts and schools made copies to use with

their SIC membership as needed. A Spanish version of the “The Basics” was produced and aired across the state in spring 2005. The video is a companion to the SIC Handbook “The Basics” which is available in English and Spanish and can be downloaded on the SC-SIC website www.ed.sc.edu/sic.

Six regional conferences were conducted during the year: three in the fall and three in the spring in Charleston, Greenville, and Columbia. This was the second year of delivering training regionally rather than a single statewide conference. The increased attendance confirms the decision to make the change.

The number of SIC members attending the conferences increased substantially over the previous year (751 compared to 439 in FY04). The number of schools represented in attendance was an increase over the past year (282 compared to 232 in FY04). An evaluation provided to conference registrants indicated that all would share the information learned at the conference with their SIC.

Technology was used to disseminate in-depth topical information to SIC members. A series of seven half-hour live-to-tape video programs, known as *Council Update*, were aired via ETV and DELCs. Topics included education funding, advocacy, No Child Left Behind (NCLB), Adequate Yearly Progress (AYP) in SC, and effective school improvement councils. Schools taped the programs for use at SIC meetings and districts copied the programs to air on local public access TV channels. Each *Council Update* was made available on the SC-SIC website using streaming video, making the information available to individuals and/or groups. The programs featured district administrators, SIC officers, a principal, SDE staff, and SC-SIC staff. The SIC District Contacts were notified about the air dates and asked to share that information with their school principals and/or media specialists. Announcements about the air dates were placed in the newsletter, Council News, which is provided to all SIC members.

The user-friendly SC-SIC website was expanded to include a wide variety of links to related information on school improvement and new state and federal legislation. A Spanish version of the Handbook and two PowerPoint presentations to accompany the Handbook were posted. Sample bylaws, sample reports the SIC is required to write, the SC-SIC newsletter and publications on NCLB were posted on the site in order to increase distribution and access. All SC-SIC publications are available for download on the website.

10,000 revised Handbooks were distributed through training, upon request, and at exhibits and presentations for professional organizations and agencies.

6,500 copies of “Answers to Your Questions about NO CHILD LEFT BEHIND in South Carolina” were distributed to SIC members, Title I parents, and others interested in school improvement.

Four issues of the six-page newsletter, *Council News*, were distributed to more than 17,000 SIC members and others concerned with school improvement. More than 70,000 pieces were distributed throughout the state.

Annual training for the SIC District Contacts provided information, materials, and services to support them in their work with the local school councils.

Technical assistance was provided upon request via toll-free phone, email, and fax to 430 SIC members and school personnel.

The database of 17,000 names and addresses of SIC members, school personnel, and interested citizens were streamlined to ensure that everyone received all the information available to them.

An online research survey of all school principals revealed the level of awareness and use of resources available from SC-SIC and strategies based on the data would be developed in FY06 to improve awareness and use.

Goal 2

Direct assistance to the councils of schools designated as unsatisfactory is provided for a three-year period. Costs to provide the assistance represents 18% of the SC-SIC budget.

Fifty-five SICs in schools designated as unsatisfactory were provided direct, onsite training and assistance by one part-time Council Specialist. Thirty two school improvement councils from these schools were provided on-site training on roles and responsibilities and parent/community involvement. The number of onsite contacts per school varied depending on the individual needs of the school and SIC. The total number of onsite contacts equaled 129.

A set of benchmarks was developed for the councils at the unsatisfactory schools to match the standards for councils used by the External Review Team. The school principal and the SICs received assistance to help them achieve those standards. By the end of the school year 91% (53) of the schools met the standards for having bylaws written and nearly 80% of the councils could provide evidence of regular monthly meetings. Seventy percent of the SICs were able to provide evidence of fulfilling their responsibility to write the annual report to the parents, and 63% provided evidence of their contribution to

the writing of the School Report Card narrative. These achievements represent an improvement of 20% to 50% over the previous year depending on the benchmark.

Continued contact by the Council Specialist with the principal contributed to the quality and speed with which the benchmarks were met. Twenty-three of the principals were new to the position resulting in an administrator turnover rate of 41%; often assistance is provided for the second or third time in the same school.

[At the beginning of the FY06 school year it was already known that 15 of the 38 schools to be served would have a new principal – again.]

For the first time, the SICs were expected to attend a regional training as one of their benchmarks.

Thirty-one of the schools sent SIC members to the fall training and 30 sent members to the spring training. In addition, SIC Chairs from 14 schools participated in a leadership training designed especially for their needs.

Providing direct assistance to SICs that were either non-existent and/or non-functional required steady attention to their specific needs. Each school progressed at a different rate and the progress was measured through accomplishment of the benchmarks. Regular communication by phone, email, and post were maintained to provide additional support and assistance.

A report summarizing the training, achievement of benchmarks, and assistance provided was provided to the SC Department of Education as required.

Goal 3

An initiative to increase public awareness about the role of school improvement councils and the contribution made by 17,000 volunteers serving on the councils was begun in 2001-02. Former US Secretary of Education and SC Governor and Mrs. Richard Riley were recognized with a named award that would subsequently provide annual recognition of one exemplary school improvement council. The awarding of the Dick and Tunky Riley School Improvement Award was publicized broadly in newspapers, radio, and television. The continuation of the award raises the awareness of the public about councils in their community.

At the spring regional conference in Columbia, March 2005, the third naming of the Riley Award winner was publicized in local newspapers and included in video aired locally and on public access channels.

The principals of the five finalist schools were recognized at the annual Summer Leadership Conference amidst 1400 of their administrator colleagues. Summary information about the accomplishments of each of the finalists was distributed to the administrators and an invitation issued to participate in the award process.

The criteria for the award were clarified and the application process was improved. The number of applicants increased as did the number of phone calls about the application process.

The SC-SIC Board honored two individuals for their exemplary actions as advocates for school improvement councils; the SIC Advocate Awards were presented at the Spring Regional Conference, March 2005.

Goal 4

SICs are encouraged to form partnerships between the community, family and school. SC-SIC models how to be a partner as a way to advocate for the role of SICs in school improvement and a voice in accountability.

In collaboration with the SC Department of Education and the Voices of South Carolina's Children, SC-SIC reprinted "Answers to Questions About No Child Left Behind in South Carolina" and distributed 6500 of them to parents in Title I schools, SIC members, and other school professionals. The publication was posted on the website with permission to download and reproduce for distribution.

SC-SIC participated with the "Friends of Education," more than 30 education and professional association leaders, to promote the role of SICs as supporters of public education and develop their potential for participation as advocates for their school and district.

What are the objectives of this program in the current fiscal year, Fiscal Year 2005-06? Explain how, if any, the objectives have changed from the prior fiscal year and why.

SC-SIC has carefully prioritized its services for the current year to keep within budget constraints and effectively meet the needs of more than 1100 School Improvement Councils across the state. Strategies and practices initiated over the past two fiscal years are being continued and expanded in FY06.

Goal 1

Increase *access* to information, training, and assistance to all SIC members statewide.

The video, SIC Handbook "The Basics," will be broadcast statewide for school and district use. SIC District Contacts use it as a foundation for their district SIC training and air it on the public education access channel in their area. The video version with a Spanish voice over was made and broadcast via ETV satellite and is now available on the SC-SIC website via the streaming video option. The video is a companion to the printed version of the SIC Handbook which was revised this year to reflect new online database system procedures. All new SIC members have access to the publication through distribution by the District Contact and/or from the SC-SIC office. The publication is also available for download on the SC-SIC website www.ed.sc.edu/sic in English and in Spanish.

The regional conference concept continues to meet expectations as a means to increased member access to training. Six opportunities to attend a training event in various locations around the state within easy driving distance are planned for the year. This strategy for delivering training is continued based on survey data collected in FY05 indicating that training offered by SC-SIC is often the only training SIC members receive for the year. Workshops emphasize the basic components of an effective SIC plus strategies and practices which members can use immediately. The regional spring conference held in Columbia will feature the presentation of the fourth Dick and Tunky Riley School Improvement Award.

Eight *Council Update* programs are scheduled to be aired this year via SC ETV satellite broadcast. Efforts to inform members and school personnel about the airing dates and topics will be expanded to increase the number of SIC members who know about the programs and how to access them. The half-hour show can be taped by the district or school media specialist and shown during SIC meetings or loaned to SIC members. A streaming video option has been added to the SC-SIC website. Sixteen *Council Update* segments are available for viewing. Included among the topics are effective SICs in action, No Child Left Behind, educational advocacy, School Report Card, education funding, AYP and supplemental services. Publications designed to inform and instruct will be distributed to all SIC members. Four issues of the newsletter, *Council News*, will be published again this year. New brochures about councils and resources available from the SC-SIC office have been printed and are being distributed along with the SIC Handbooks. Two PowerPoint presentations of the Handbook are being updated and made available on the website.

Goal 2

Provide multiple opportunities for assistance and training to the SICs at schools designated as unsatisfactory.

One part-time professional, a Council Specialist, will provide customized assistance and training to 38 schools that have received an "unsatisfactory" grade on their school report card and remain in the External Review Team cycle.

Based on input provided by SIC chairs last spring for the need to have more information earlier, a special mailing to all SIC chairs was sent in August. Included was a copy of the handbook, the new brochures, and a letter inviting the SIC chair to be in contact with SC-SIC via email. The Council Specialist will provide coaching support for the leadership role of the SIC chair through regular communication.

Due to the 40% turnover rate of principals, extra emphasis will be made to provide support and assistance to the 15 schools that have new principals this year.

The SICs will continue working toward benchmarks identified last year for effective operation. Council members are expected to participate in one regional training event in addition to onsite training. Reporting to and coordination with the Quality Schools division of the SDE continues.

Goal 3

Expand the public's awareness of the role of school improvement councils in the improvement and accountability process.

Two *Council Update* programs demonstrating the role of the council to improve the school and student achievement will be aired via ETV satellite broadcast and made available through the streaming video option on the SC-SIC website.

An additional *Council Update* program features the first winner of the Riley Award including the award presentation by Secretary and Mrs. Riley. It also include a description of the application process. This program is available through the DELC and on the streaming video option on the SC-SIC website.

An improved application process for the Riley Award is on the website. Activities of past years' finalists are described as examples of exemplary SICs.

A "Day at the Statehouse" will be organized for SC-SI C Board members and SIC members. The media will cover the event.

The "presence" of SC-SIC Board and staff in state, regional, and local level activities and events will be continued.

The SC-SIC Board will develop specific suggestions for activities by w hich councils can support schools in poverty districts.

Goal 4

Partner with groups and organizations to advocate for the role of SICs in school improvement and accountability.

Continue membership in educational and professional organizations supporting education improvement, collaboration with the Education Oversight Committee (EOC) and the SC Department of Education, and participation in the Friends of Education, Education First, and the Center for Educator Recruitment, Retention and Advancement (CERRA), and the Interagency Coordinated School Health Work Group.

Conduct presentations at administrator conferences, teacher seminars, and public forums sponsored by organizations and associations that provide opportunities for their members to learn about school improvement councils and the improvement efforts in public schools.

What measures or data will be used to assess the effectiveness of this program in meeting its objectives for the current fiscal year, Fiscal Year 2005-06?

Quantifiable data will be collected on site to measure the level of council member participation and the number of different schools and districts represented who receive training at the regional conferences compared to the previous year. Questions about the value of what they learned, the organization of the conference and the topics they want to know more about will be asked on an end-of-conference survey. Survey data will be collected via email, phone, and mail as appropriate to SIC District Contacts, principals, and SIC chairs to identify the level of use of technology-based training and the *Council Update* programs, the value of the information presented, and the role of SICs in the improvement process. Quantifiable information will be collected about the use of the websit e, email assistance, and toll-free hotline.

Feedback will be obtained from SC-SIC Board members and the Council Specialist to gain a regional perspective of the organization's impact on SICs.

Face-to-face evaluations with the Council Specialist and the use of a series of effectiveness benchmarks will be charted to demonstrate progress of the unsatisfactory schools' SICs.

The SC Department of Education will conduct an evaluation as part of the annual review of all EIA programs.

What measurable actions will be taken to assure that the program objectives of the current fiscal year, Fiscal Year 2005-06, will be met?

Quantitative data about the use of videos, attendance at regional conferences, use of the Web site, and implementation of information and skills gained will be collected and evaluated against the level of service provided in FY05.

The Council Specialist will be monitored through a regular review of progress reports verifying the councils' achievement of effectiveness benchmarks. A regular progress review in person will be used to evaluate any revision of the responsibilities established for this position.

Data will inform future decisions about personnel placement, design and delivery of training, and the development and distribution of publications and other materials.

Feedback from the evaluation by the SC Department of Education will be used to make improvements.

Fiscal Year 2006-07 EIA Budget Request

EIA Program Name: SC School Improvement Council

Information provided below will be used by the EIA and Improvement Mechanisms Subcommittee in recommending funding levels for this EIA program in Fiscal Year 2006-07 and in any proviso changes.

FY 2005-06

Base Appropriation: \$180,192

FY 2006-07

Total Amount Requested: \$187,878

4 % Increase Requested over FY 2005-06 Base

_____% Decrease Requested over FY 2005-06 Base

Cost Estimates for Increase or Decrease in Funding for FY 2006-07

Identify how the requested increase or decrease in funding was calculated. For example, inflationary increases, program expansions, program reductions, changes in program objectives, etc., impact budgets. Please be specific.

The state mandated pay increases for personnel in the FY06 appropriations bill. No new money was appropriated to account for the increase in FY06. As a result the pay increases were made with the result of reducing the operational funds. The allocation listed for personal services indicates an increase to make up for the pay increases in FY06.

The unexpected increase in gas has increased the expenditure for travel in FY06. Since the main portion of the travel allocation is for the purpose of serving the councils of unsatisfactory schools, and increase is indicated for FY07.

The third allocation increased was in the area of contractual services which represents the costs for printing, postage, and technology-based training production. There is an anticipated rise in postage during FY06 which will be evident in FY07.

**Fiscal Year 2006-07 EIA Budget Request
Continued**

Detailed justification for increase, decrease or maintenance of funding

Based upon the total budget request for Fiscal Year 2006-07, what would be the program objectives for this program? Explain how the proposed increase, decrease or maintenance of funding affects the current program objectives.

The FY07 budget request is for funding above the FY06 base of \$180,192. The SC School Improvement Council (SC-SIC) requested allocations reflect the cost to implement strategies and practices to accomplish the mandated mission to provide council training and services. The request reflects the increase in personnel costs and travel expenditures in FY06 for delivering services and training. It does not address the unfulfilled request of SIC members statewide to receive direct, on site training and assistance. Council membership has a 50% turnover rate annually (by legislative design) to which SC-SIC must respond by providing basic information about roles and responsibilities, membership, and effective practices that promote improved student performance. In addition to these basics, SICs need information about monitoring the strategic plan and how to write reports based on the goals and strategies of the plan. Technology-based training will be increased and new methods explored in FY07 to extend the capacity of SC-SIC to assist the school improvement councils statewide in a cost-effective manner. Expenditures that reflect the cost of technology to deliver training are located in the Contractual Services category. The strategies outlined above will be provided with the same number of staff as in FY06: two full-time professionals, one part-time professional, and two support staff. The Personal Services category reflects the FY06 pay increases required by statute. The Supplies and Materials category increases with the amount of publications and training materials produced. The Contractual Services category also increases due to rising costs for printing and postage. Practices and strategies initiated in FY05 have continued with modifications based on evaluation data. The cost of the organizational shift from personal direct training to technology-delivered training is expected to level in FY06 with a small increase in FY07. The level of direct service to the SIC members at schools rated unsatisfactory increased in FY05 and FY06. The amount of contract hours for the part-time Council Specialist were increased in FY06 due to the frequency of the onsite training and services needed by these SICs; noted in the Contractual Services and Travel categories. It is expected to increase in FY07 due the increased cost of travel to provide the on-site assistance. Since this way of meeting the proviso requiring SC-SIC to provide direct assistance to these schools has a demonstrated positive impact on the councils' level of operation, it will be continued in FY07.

Detailed Justification for any additional FTEs Requested

Fiscal Year 2006-07 EIA Budget Request Continued

Please complete the following chart which will provide detailed budget and expenditure history.

Funding Sources	2003-04 Actual	2004-05 Actual	2005-06 Estimated	2006-07 Requested
EIA	180,192.00	180,192.00	180,192.00	187,878.00
General Fund				

Lottery				
Fees				
Other Sources				
Grant				
Contributions, Foundation				
Other (Specify)				
Carry Forward from Prior Year				
TOTAL:	180,192.00	180,192.00	180,192.00	187,878.00
Expenditures	2003-04 Actual	2004-05 Actual	2005-06 Estimated	2006-07 Anticipated
Personal Service	99,282.42	110,377.05	104,895.00	109,091.00
Supplies & Materials	20,851.03	7,420.01	7,500.00	7,500.00
Contractual Services	26,064.92	21,534.78	26,794.00	28,294.00
Equipment	2,412.88	385.50	450.00	450.00
Fixed Charges				
Travel	9,357.07	13,165.62	14,500.00	15,500.00
Allocations to Districts/Schools				
Employer Contributions				
Other: Please explain	22,231.72			
(dues, tuition)		1,025.00	1,025.00	1,025.00
(fringe)		26,337.37	25,028.00	26,018.00
Carry Forward to Prior Year				
TO TAL:	180,200.04	180,245.33	180,192.00	187,878.00

Fiscal Year 2006-07 EIA Budget Request Continued

Proviso Changes: Please indicate any additions, deletions or amendments to existing provisos below:

Proviso Number:

Action (Indicate Amend, Delete, or Add):

Summary of Existing or New Proviso:

Explanation of Amendment to/or Deletion of Existing Proviso:

Justification (Why is this action necessary?):

Fiscal Impact (Include impact on all sources of funds -- state, federal, and other):

Submitted By (Include agency name submitting change, contact name and telephone number):

Text of New Proviso with Underline or Entire Existing Proviso Text with Strikeover and Underline:

Definition of Terms and Directions

EIA Program Name: Name of the program or entity as reflected in the EIA budget

Effectiveness Measures: Quantifiable data that illustrate how effective the program is in meeting its mission or objectives. It is important to include the program mission statement or objectives of the program. Included must be the objectives of the program for the prior completed fiscal year, FY2004-05 and documentation about the effectiveness of the program in meeting these objectives. Also, please include the program

objectives for the current fiscal year, FY 2005-06, and the measures that will be used to assess the effectiveness of the program in meeting these objectives. The goals or objectives should be in terms that can easily be **quantified, evaluated and assessed**. Please include the number of students served, the percentage increase or decrease in services provided, summary information from any recent internal or external evaluations of the program, and information contained in any budget request to the Budget and Control Board. **All effectiveness measures should be reflected in quantifiable and not anecdotal data. For example,** "there was a 5% increase in the total number of students in the program resulting in an additional 100 students and a 10% increase in the total number of minorities in the program over the past three years. " Also included must be the proposed actions to meet the current year's objectives and the data to be reported to show whether the objectives are met.

EIA Budget Request: Indicate the current year's EIA appropriation and for Fiscal Year 2006-07, any increase or decrease requested in funding along with the percentage change calculated. The detailed justification should include a written explanation for any increase, decrease or maintenance of funding for the program. Please provide detailed information showing how the proposed budget for Fiscal Year 2006-07 will impact the current objectives of the program. Also include a justification for any additional personnel (FTEs) requested or any additions, deletions or amendments to existing provisos. Please provide detailed information on the EIA program's budget including source of funds and expenditures. Allocations to schools and districts include any pass through funds.